



CITY OF WAUKESHA
CLERK TREASURER'S DEPARTMENT
201 Delafield Street, Waukesha WI 53188
City Hall Room 104
Tel: (262) 524-3550 Fax: (262) 524-3888
www.waukesha-wi.gov

STREET CLOSING APPLICATION

FOR CITY DEPARTMENTS OR EDUCATIONAL FACILITY APPLICANTS ONLY

(Parking lanes, sidewalks, municipal parking lots, or trails)

- Application must be submitted to the Clerk's Office no earlier than 270 days and no later than 20 days before the date of the closure.
- No permit or fee required if City is the applicant.
- \$50 late fee if application if application is submitted less than 45 days before event.
- No more than 400 people on closed right-of-way at any given time.
- Waukesha Municipal Code 6.17 regulates street closings. Please visit the City code book at www.waukesha-wi.gov
- Closures of Public Rights of Way are subject to the regulations as defined in [Waukesha Municipal Code 6.17 \(14\) a-h](#)

→ Are you a City of Waukesha department or an educational facility? ☒ Yes ☐ No

If you answered "No" to the above question, you cannot use this form. Please use the Street Closing Application for non city/educational facility applicants.

Applicant Information

Applicant's Name Joanna Adamicki

Name of City Department or Educational Facility PRF

Phone Number 262-524-3737

Email jadamicki@waukesha-wi.gov

Address (include city/zip) 1900 Aviation Dr., Waukesha 53188

Event Information

Name of Event Trailbreaker Marathon/Half Marathon/10K/(5K) Repeat Event? ☒ Yes ☐ No

Purpose of Event Fundraising event for the Park Foundation of Waukesha

Event website (if any) runthetrailbreaker.com

Date(s) of Proposed Event 4/7/18

Time event will assemble 7:30 a.m.

Time event will begin 8:00 a.m./9:00 a.m./9:30 a.m.

Time event will end 2:00 p.m.

Time event will disband 2:30 p.m.

Name of contact person on day of event Joanna Adamicki

Cell 262-349-5731

AREA OF STREET TO BE CLOSED - ATTACH MAP OF PROPOSED CLOSURE AND INDICATE PROPOSED USE:

Baxter St. in front of Schuetze Rec Center will be closed 15 minutes before start of each race at 8:00 a.m., 9:00 a.m., 9:30 a.m.

The 5K begins at 10 a.m. but will begin in the Frame Park parking lot at the ball diamond and remain within the park.

Request one lane at Frame Park, Moreland Bridge be coned off/closed to traffic to accomodate number of runners.

Number of blocks to be closed (block means the distance between intersections on a City Street, or 200 yards whichever is shorter) 2

Number of Barricades Needed At the discrection of the PD

Will this event include: Music? ☒ Yes ☐ No

Vehicles? ☐ Yes ☒ No

Animals? ☐ Yes ☒ No

If yes, please explain: National Anthem will be sung at the start of each race. Music at finish line behind Schuetze.

Application continued →

Do you intend to place any objects or items into the proposed area of closure:

☒ Yes ☐ No

Do you intend to have any vending of items or services for sale or display into the proposed area of closure:

☐ Yes ☒ No

If you answered yes to either question above, please explain in full detail: Starting area in front of Schuetze will have timing pads set up

*Approximate maximum number in attendance at one time (additional regulations for large special events of more than 400) 600

Attendance estimate based on? Previous year

Fees for Educational Facilities Only – City Applicants are exempt from fees

The following street closing fees shall be paid when filing the applications, per application, and shall not be refundable. City applicants are exempt from fees.

STREET CLOSING:	AMOUNT
Closure of 1 – 7 blocks	\$50.00
Closure of 8 or more blocks	\$150.00
*Late Fee *(if filed less than 45 days before event)	\$50.00

Applicant Signature

I hereby make an application for a Street Closing Permit as detailed above. I agree to abide by the requirements of all City of Waukesha ordinances and State laws.

☒ Signature

Janna Adamicki

Date 2/28/18

FOR OFFICE USE ONLY!

Date Application Received in Clerk's Office 3/5/18

Clerk's Initials AM

☐ Map provided

☐ Amount Due no fee

Date Paid: N/A

Department Routing:

☐ Police ☐ Fire ☐ Engineering ☐ Transit ☐ WPRF ☐ Attorney

☐ Approved ☐ Denied Clerk Processing Permit _____ Date _____

Municipal Lot Closure:

☐ Building & Grounds Committee Approval ☐ Council Approval

MISC NOTES: